



EXHIBIT 'C' – State Fire Marshal, CBC/ADA Access Compliance & Sustainable Measure Procedures

PROJECT:

PROJECT NO.

AGENCY:

LOCATION:

DATE:

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PROJECT CONTACT:

PHONE:

FAX:

Confirmation Statement

I/we have read this Exhibit 'C' Specification and understand it is incorporated into, and is part of, this lease. I/we have acknowledged each and every page by placing my/our initials on this cover sheet.

DIVISION 1 – AUTHORITY AND POLICY REQUIREMENTS

1.00 GENERAL

- A. The State of California and its governing agencies have mandated that the Department of General Services (DGS), Real Estate Services Division (RESA) adhere to all regulations, policies and state statutes for all state agencies leasing private sector building space.
- B. This Exhibit C document is a binding part of the lease document and shall function with Exhibits A and B.
- C. The forms contained in Division 5 are for the Lessor's reference. A separate Lessor's forms packet will be provided by RESA for the Lessor's use. The forms contained in the "Lessor's Packet" are to be used by the Lessor to accomplish the processes required by this document.
- D. Federal (ADA) and California Building Code (Title 24) accessibility requirements are combined and noted hereafter as **CBC/ADA**.
- E. Abbreviations: State Fire Marshal (SFM), Division of the State Architect (DSA), Real Estate Services Division (RESA).

1.01 STATE FIRE MARSHAL AUTHORITY

- A. Section 13108 of the California State Health and Safety Code gives the State Fire Marshal (SFM) authority for enforcement of fire protection regulations for State owned and State occupied leased buildings or premises. This authority encompasses both plan review and construction inspections of all leased facilities.
- B. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation through the RESA Space Planner to SFM. SFM has final authority in the determination of compliance and will take the lead in the resolution of problems or suitable interpretation of code.

1.02 ACCESS COMPLIANCE AUTHORITY

- A. California law incorporates the Americans with Disabilities Act requirements. California Government Code provides that buildings shall be made accessible to, and usable by, persons with disabilities, whether they are leased, rented, contracted, sublet, or hired by any municipal, county, or state divisions of government, or special district. California Building Standards Code defines that all state facilities shall meet the federal Architectural Barriers Acts.
- B. These statutes, in addition to, the California Building Code, Title 24, generate the need for a standard process to ensure access compliance with respect to state leased facilities.
- C. The Division of the State Architect is charged with the responsibility of ensuring compliance with the above standards.

DIVISION 1 – AUTHORITY AND POLICY REQUIREMENTS

1.02 ACCESS COMPLIANCE AUTHORITY - Continued

- D. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation to the RESD Space Planner.
- E. DSA has delegated a component of the access responsibility to RESD for leased facilities. Conforming to DSA delegation, RESD is requiring the Lessor to ensure compliance by utilizing one of the two procedures defined in this document. Refer to Division 3 for specific requirements and procedures.
- F. Public right- of- way access is required for all leased facilities. In case that the existing conditions do not meet the required codes and regulations, the design professional (Lessor's architect) must clearly demonstrate and document a diligent effort in requesting that the authority (or control) over the public right- of- way, make the necessary upgrades and modify sidewalks, curb cuts, etc. to secure right-of-way access. All correspondence shall be documented and copies must be forwarded to RESD Space Planner to include in the project file.

1.03 SUSTAINABLE AUTHORITY

- A. As directed by Executive Order D-16-00, the sustainability measures in state leased facilities is to site, design, construct, renovate, operate, and maintain state buildings that are models of energy, water, and materials efficiency; while providing healthy, productive and comfortable indoor environments and long-term benefits to Californians. The acceptable sustainable products and process for leased facilities are outlined in the Exhibit B and C documents.
- B. The Lessor is charged with the responsibility of providing comprehensive data that illustrates where sustainable products and/or services were met as indicated in the Exhibit documents.

End of Authority and Policy Requirements

DIVISION 2 – STATE FIRE MARSHAL PROCEDURE

2.00 RESD LEASE EXHIBIT “A”

- A. Prior to the lease execution, the RESD Space Planner is responsible for the development and submittal of the lease Exhibit “A” space plan(s) to the SFM for general review and approval. The approved exhibit plan(s) will reflect the design concept for the proposed lease within the configuration of the existing building shell. The Exhibit “A” drawing will conform to the general ingress/egress and fire/life safety requirements of the SFM. If RESD elects to use a Facilities Design Program (FDP) in place of the Exhibit “A” Space Plan the SFM review and approval will follow lease execution and development of preliminary architectural drawings by the Lessor. (Note: The FDP is a narrative document that defines the project requirements in place of an architectural space plan. It is not referred to within the rest of this Exhibit C).

2.01 CONSTRUCTION DRAWINGS

- A. Construction Drawings are the responsibility of the Lessor. The Lessor is required to obtain the services of a licensed architect to develop construction drawings based on the Exhibit A for permitting and the construction. Specific technical elements of the construction e.g., fire alarm and smoke detection systems, fire sprinklers, construction details of fire assemblies, etc. shall be included with the construction drawings. The Exhibit A document does not reflect construction technical requirements and will **not** be substituted for the construction drawings.

2.02 PLAN REVIEW AND APPROVAL

- A. The Lessor's architect is required to submit the construction drawings to the SFM for plan review and approval prior to construction. Note: In projects which do not require alterations (and therefore do not require construction documents), this process will not apply, meaning the Lessor is not required to submit construction drawings to the SFM.
- B. The Lessor's architect shall submit the SFM **Plan Review Application** Form A (Page 11) concurrent with the construction drawings (minimum 90% complete) to the State Fire Marshal in Sacramento. There is no fee associated with the SFM review process.
- C. The Plan Review Application form and all submittals shall be sent to:
Office of State Fire Marshal, Code Enforcement
1131 S Street
Sacramento, California, 95814
Contact telephone: (916) 324-3783.

This form must be filled out completely, inclusive of the return address for which the approved documents will be returned. Review time is generally consistent with any local city authority permitting process.

- D. The approved drawings or revisions requests will be returned to the address shown on the Plan Review Application and will be accompanied by either a SFM **Plan Review Approval** Form B (Page 12) or a SFM **Plan Review Transmittal** Form C (Page 13). The Lessor/architect shall provide a copy of the approved form to the RESD Space Planner for the permanent file.

DIVISION 2 – STATE FIRE MARSHAL PROCEDURE

2.03 CONSTRUCTION INSPECTION

- A. A regional Deputy State Fire Marshal will inspect the leased facility. There are two regions, Code Enforcement North and Code Enforcement South. Call (916) 445-8550 to determine the local contact information. The appropriate regional office will be required to inspect and approve the construction. The Lessor/architect/contractor shall be responsible for contacting the regional Deputy State Fire Marshal for coordination of the inspections. The Lessor/architect/contractor shall inform the regional office of their proposed construction schedule pertaining to the leased space.
- B. After completion of each successive SFM construction inspection, any deficiencies will be recorded on the SFM **Fire Safety Correction Notice** Form D (page 14). This form is signed as received by a Lessor's representative on site. A final sign off by the Deputy State Fire Marshal is recorded on this document. The Lessor shall send a copy of this form to the RESD Space Planner.

End of SFM Process

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.00 GENERAL

- A. To comply with the accessibility requirements and ensure that the facility has complied with CBC/ADA accessibility codes and regulations, the Lessor is required to complete one of the two processes defined in this division. In each process RESD will remain the primary contact. The facilities are categorized by size as Group I or Group II projects. Each category has specific requirements as defined. Group I projects are submitted to and managed by RESD. Group II facilities are officially submitted to DSA for plan review and approval. The Lessor is required to follow the procedure of the applicable process and is responsible for the associated costs.

3.01 FEE REQUIREMENT

- A. The Lessor is required to submit a predetermined fee directly to RESD or DSA regional office for administrative costs for Group I or II facilities. The fees are based on the building size, and a formula established by DSA. The RESD Space Planner using the **CBC/ADA Access Compliance Fee Calculation** Form E (page 15) will calculate the required fee and include in the final Exhibit C document. The fee procedure and payment is defined in the respective Group I or II Facility Procedure.

3.02 DETERMINATION OF FACILITY GROUP

- A. In this Section 3.02, the group is determined by facility category and square footage of the State's net usable leased area. The designation of Group I or Group II will also determine the administration process. Each project will be associated with either one of two facility group types. The respective administrative process is defined in the following Sections 3.03 (Group I) and 3.04 (Group II). The Group Types are defined below:

FACILITY GROUP:

Group I:

Building Type:	Net Usable Square Footage:
Existing Office Buildings	Less than 100,000 square feet
Existing Warehouse Buildings	Less than 500,000 square feet
Any Building to be Constructed	Less than 30,000 square feet

Group II:

Building Type:	Net Usable Square Footage:
Existing Office Buildings with Alterations	100,000 sq. ft. or greater
Existing Warehouse Buildings with Alterations	500,000 sq. ft. or greater
Any Building to be Constructed	30,000 sq. ft. or greater

Note: At the discretion of the State, for **Group I**, building type “Any Building to be Constructed”, the State may elect to follow the Group II process, regardless of the square footage. The RESD Space Planner will identify which process (either Group I or II) to the Lessor during lease negotiations.

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.03 GROUP I FACILITY PROCEDURE

For Group I facilities the Lessor is required to complete the requirements outlined in items A through D which are further defined in the associated paragraphs that follow.

- A. Hire an accessibility consultant to perform a CBC/ADA accessibility survey and send to the RESD Space Planner.
 - B. Send a fee for administrative costs to DGS, RESD (see Fee Payment, paragraph B below).
 - C. Incorporate the survey results into the construction documents.
 - D. Complete a Verified Report after finalization of construction and send to the RESD Space Planner.
- A. **Accessibility Survey:** The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS' Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:
1. DSA certified accessibility consultants trained for Leased facilities
www.resd.dgs.ca.gov/PSB/realestate.htm
 2. ICC Accessibility Inspector/Plans Examiner
www.iccsafe.org/e/certsearch.html
 3. Architect licensed in the State of California
- A.1 The consultant will survey the facility and site per U.S. Department of Justice, Civil Rights Division, Disability Rights Section, **Title II** and CBC/ADA, including all exterior and interior areas serving the path of travel and use of all state leased space. Physical barriers will be identified from the point of arrival (parking, drop-off, etc.) throughout the interior of each facility. Elements to be evaluated include, but are not limited to, path of travel from/to public transportation and public rights-of-way, parking, passenger drop-off and loading zones, walks and sidewalks, curb ramps, ramps, stairs, entrances and exits, lobbies, elevators, access lifts, doors and gates, access to and through all rooms and spaces, restrooms, signs and identification, counters, waiting and seating areas, assistive listening systems, telephones, drinking fountains, alarms, and horizontal / vertical access, etc. Consultants will observe and record all deficiencies, as well as provide solutions needed to bring facility into compliance with sufficient detail to allow Lessor or his/her agent to develop a cost estimate for proposed barrier removal. Should all areas mentioned above not be fully constructed, consultants shall review the construction documents in addition to the physical evaluation.
- B. **Fee Payment:** The Lessor shall prepare a check payable to the Dept. of General Services, Real Estate Services Division. Lessor shall enclose a copy of the **CBC/ADA Access Compliance Fee Calculation Form E** (page 15) as prepared by the RESD Space Planner, along with payment and mail to DGS, RESD (Include the project number on the check to RESD).
- C. **Construction Documents:** The Lessor's Architect will incorporate all items defined in the accessibility survey into the construction documents. The Lessor shall submit the completed drawings to RESD for review.
- D. **Verified Report:** Following the completion of construction, the Lessor's architect is responsible for verifying that the items outlined in the accessibility survey and incorporated into the construction documents have been completed. The **Verified Report Form G** (page 17) shall be signed by the Lessor's architect. The architect shall forward the signed Verified Report to RESD Space Planner prior to the final inspection that will be performed by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group I Procedure

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.04 GROUP II FACILITY PROCEDURE

The Lessor is required to submit plans and specifications to the Division of the State Architect (DSA) for access compliance review and approval. Although the formal process for access compliance plan review and approval is processed through DSA, the Department of General Services RESD will act as the primary managers for the project. The Lessor's architect shall inform RESD of the status in receiving approval from DSA.

For Group II facilities, the Lessor is required to complete the requirements outlined in items A through F which are further defined in the associated paragraphs that follow.

- A. Hire an accessibility consultant to perform a CBC/ADA accessibility survey and send to RESD Space Planner, (required only when a building exists).
- B. Prepare construction drawings and specifications.
- C. Send Fee Payment and submittal package for plan review to the respective DSA regional office (see Fee Payment, paragraph C below).
- D. Receive DSA Plan Approval.
- E. Complete a Verified Report

A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:

1. DSA certified accessibility consultants trained for Leased facilities
www.resd.dgs.ca.gov/PSB/realestate.htm
2. ICC Accessibility Inspector/Plans Examiner
www.iccsafe.org/e/certsearch.html
3. Architect licensed in the State of California

Note: See Section 3.03, paragraph A.1 (Group I Facility Procedure) for parameters of survey.

B. Construction Drawings and Specifications: The Lessor is required to retain a architect licensed in the State of California to design and develop plans and specifications in accordance with the lease exhibits and applicable codes and regulations. The Lessor's architect will incorporate all items defined in the accessibility survey into the construction documents. The architect is required to stamp and sign the construction documents.

C. Fee Payment: In accordance with the calculation of fees per the **CBC/ADA Access Compliance Fee Calculation** Form E (page 15), the Lessor shall prepare a check payable to the Division of the State Architect. This check along with a copy of the CBC/ADA Access Compliance Fee Calculation Form E shall be forwarded to the appropriate regional DSA office as part of the submittal package.

D. Submittal Package: The submittals shall be sent to the appropriate DSA regional office. The state is divided into four regions, San Francisco Bay Area, Sacramento, Los Angeles and San Diego. The relevant DSA regional office that would administrate your specific project can be confirmed by calling DSA (916) 445-8100. The submittal package must be complete before the DSA accepts the project for review. The submittal package shall include the following items:

1. One set of completed construction plans and specifications.
2. A completed **Application for Approval of Plans and Specifications** Form F (pg. 16).
3. Application Fee.
4. Copy of CBC/ADA Access Compliance Calculation Fee Form E.

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

Upon receipt of the submittal package, a DSA application number is assigned to the project for tracking purposes. A preliminary review for completeness is performed within a few days. Plan review is scheduled after DSA verifies that a complete submittal package has been received. Plan review commences within four to six weeks of initial submittal for most large projects. Verify plan review timelines with the regional office. Access Compliance review is typically completed within three to four weeks. At times of high workload, DSA contracts with private plan reviewers to expedite the plan review process.

- E. DSA Plan Approval: Once approval has been granted by DSA, the Lessor is required to construct the project in accordance with the plans, specifications, and lease exhibits. The Lessor shall forward a copy of DSA's letter of approval to the RESD Space Planner. Construction shall not commence until this process has been completed.
- F. Verified Report: Following the completion of construction, the Lessor's architect is responsible for verifying that the accessibility requirements whether federal or state have been incorporated into the construction and are completed. The **Verified Report** Form G (page 17) shall be signed by the Lessor's architect. The architect shall forward the signed Verified Report to RESD Space Planner prior to the final inspection that will be performed by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group II Procedure

DIVISION 4 – REPORTING SUSTAINABLE MEASURES

4.00 GENERAL

- A. All new and renewed State lease spaces shall utilize sustainable products. The Lessor shall provide the state with quantities associated with these measures.
- B. To identify specific sustainable measures implemented on this project the Lessor is required to complete the **Sustainable Measures Report** Form H (page 18). The Lessor is required to send this report to the RESD Space Planner prior to occupancy and acceptance of space.

4.01 SUSTAINABLE MEASURES AND COST REPORT

- A. Completion of the Sustainable Measures Report requires a notation in one of two columns for each item listed in the “Description” column. Each item shall be noted as one of two choices: 1) total quantity, or 2) not applicable.

Each is explained below:

- 1. Total Quantity: Provide the total quantity amount for the sustainable item that was implemented on this particular project.
- 2. Not Applicable (N/A): For items that are not applicable because they were not part of the tenant improvements, place a check in each column.

End of Sustainable Measures

DIVISION 5 – FORMS

5.00 SFM PLAN REVIEW APPLICATION, FORM A

STATE OF CALIFORNIA - THE RESOURCES AGENCY

Arnold Schwarzenegger, Governor

OFFICE OF THE STATE FIRE MARSHAL
Code Enforcement
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
1131 "S" Street
Sacramento, CA 95814
Web Site: www.fire.ca.gov
(916) 324-3783
(916) 324- FAX



PLAN REVIEW APPLICATION

(Must be submitted with all plans, specifications and deferred approvals)
Please Print or Type

AGENCY NAME: _____

PROJECT NAME: _____

RESD PROJECT #: _____

PROJECT ADDRESS: _____

COUNTY: _____

ESTIMATED CONTRACT COST: _____

BID DATE: _____ CONTRACT STATE DATE: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: () - FAX NUMBER: () -

FIRM: _____

ADDRESS: _____

COMMENTS: _____

SFM USE ONLY – BELOW THIS LINE

DATE RECEIVED: _____

SFM FILE #: _____

PCA #: _____

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DIVISION 5 – FORMS

5.01 SFM PLAN REVIEW APPROVAL, FORM B

(This is for Reference Only – The Lessor will receive this Plan Review Approval form or the Plan Review Transmittal form (next page) with the plans that were submitted for review and approval to the SFM)

STATE OF CALIFORNIA - THE RESOURCES AGENCY

ARNOLD SCHWARZENEGGER, Governor

OFFICE OF THE STATE FIRE MARSHAL

Code Enforcement – North

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

1131 "S" Street (95814)

P.O. Box 944246 (94244-2460)

Sacramento, CA

Web Site: <http://osfm.fire.ca.gov>

(916)445-8550

(916)324-3784 FAX



PLAN REVIEW APPROVAL

TO: _____ DATE: _____

_____ CSFM: _____

FACILITY NAME: _____

FACILITY ADDRESS: _____

PROJECT DESCRIPTION: _____

Reproducible plans and specifications for the project described and included in the plan review transmittal dated _____ are approved by this office and were stamped _____.

Nothing in our review shall be construed as encompassing structural integrity. Approval of this plan does not authorize or approve any omission or deviation from applicable regulations. Final approval is subject to field inspection. One set of approved plans shall be available on the project site at all times.

If you have any questions, please contact me at _____.

Deputy State Fire Marshal

cc: ☐ Code Enforcement – North
☐ Code Enforcement – South
☐ Field File

RECORD #: _____
RECEIVED DATE: _____

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DIVISION 5 – FORMS

5.02 SFM PLAN REVIEW TRANSMITTAL, FORM C

STATE OF CALIFORNIA - THE RESOURCES AGENCY

ARNOLD SCHWARZENEGGER, Governor

OFFICE OF THE STATE FIRE MARSHAL

Code Enforcement - North

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

1131" S" Street (95814)

P.O. Box 944246 (94244-2460)

Sacramento, CA

Web Site: <http://osfm.fire.ca.gov>

(916) 445-8550

(916) 324-3784 FAX



PLAN REVIEW TRANSMITTAL

TO: _____ DATE: _____

_____ CSFM: _____

FACILITY NAME: _____

FACILITY ADDRESS: _____

PROJECT DESCRIPTION: _____

As requested, we have reviewed ☐ Plans ☐ Specifications ☐ Change Order ☐ Addendum ☐ Instructional Bulletin ☐ Request for Information ☐ Equipment Submittal for the project listed above to determine conformance with the fire and life safety standards of Titles 19 and 24, California Code of Regulations. By copy of this transmittal we are:

☐ advising you that the items listed above were found to be in accordance with the applicable provisions of Title 19 and 24.

☐ returning the items listed above to you for review. Consideration must be given to all comments noted in red pencil on the documents.

☐ requesting that you contact our office at the telephone number listed below for an appointment for our stamp of approval or back check. Submit the plans with our official comments at the time of the back check.

Nothing in our review shall be construed as encompassing structural integrity. Approval of this plan does not authorize or approve any omission or deviation from applicable regulations. Final approval of this project is subject to field inspection.

If you have any questions, please contact me at _____.

Deputy State Fire Marshal

CC: ☐ Code Enforcement – North
☐ Code Enforcement – South
☐ Field File

RECORD #: _____

RECEIVED DATE: _____

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DIVISION 5 – FORMS

**5.03 SFM FIRE SAFETY CORRECTION NOTICE
and/or
FINAL CONSTRUCTION APPROVAL - FORM D**

STATE OF CALIFORNIA - THE RESOURCES AGENCY

Arnold Schwarzenegger, Governor

**OFFICE OF THE STATE FIRE MARSHAL
Code Enforcement - North
DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

1131 "S" Street (95814)
P.O. Box 944246 (94244-2460)
Sacramento, CA
Web Site: <http://osfm.fire.ca.gov>
(916) 445-8550
(916) 324-3784 FAX



Fire Safety Correction Notice

File Number: _____

Name: _____

Address: _____

The California Health and Safety Code and the State Fire Marshal's regulations require the following fire safety deficiencies be corrected.

The above deficiencies are to be corrected within _____ days. **When ALL deficiencies have been corrected, sign and return the certification on the opposite side of this form.** If you have any questions, contact the Office of the State Fire Marshal at () _____ - _____

ISSUED BY (Deputy State Fire Marshal)

RECEIVED BY

DATE

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DIVISION 5 – FORMS

5.04 CBC/ADA ACCESS COMPLIANCE FEE CALCULATION FORM E



State of California • Department of General Services • Arnold Schwarzenegger, Governor

REAL ESTATE SERVICES DIVISION
Professional Services Branch
707 Third Street • P.O. Box 989052 • West Sacramento, CA 95798-9052 • (916) 375-4700

CBC/ADA Access Compliance Fee Calculation Form

RESD Planner: _____ Date: _____

Agency: _____

Address: _____

Project Number: _____

Project Name: _____

For **GROUP I** Facilities,
Send To:
Dept. of General Services
Real Estate Services Division
Professional Services Branch
707 3rd Street, Suite 5-305
Sacramento, California 95605

For **GROUP II** Facilities,
Send To:
DSA Regional Office
See DSA Website for offices in your area at
www.dsa.dgs.ca.gov/ContactDSA/default.htm

Project Type	Project Size (net usable s.f.)		Project Value (PV)
<input type="checkbox"/> Existing Warehouse Buildings		\$20/sf	\$ -
<input type="checkbox"/> Existing Office Buildings		\$50/sf	\$ -
<input type="checkbox"/> New Construction Build-to-Suit		\$150/sf	\$ -

GROUP I (Under \$5,000,000)	Project Value	Multiplier	Fee
PV X 0.2% of 1st \$500,000 =	\$ -	0.002	
Remainder of PV x 0.1% =	\$ -	0.001	
Remainder between 2M and 5M x .01%	\$ -	0.001	
Calculated total =	\$ -		
x 10% (QA or \$200 Minimum) = Total Fee			\$ 200

GROUP II (Over \$5,000,000)	Project Value		Fee
PV x 0.2% of 1st \$500,000	\$ -		
0.1% x \$1,500,000	\$ -		
Value between 2M and 5M x .01%	\$ -		
Remainder of PV x 0.01% =	\$ -		
Total Fee			\$ -

Total Lessor Fee Obligation: \$ 200

DIVISION 5 – FORMS

5.05 APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS - FORM - F

UNIVERSAL DESIGN APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS (FOR STATE LEASED FACILITIES – Group II Category Only)

DSA-UD/RESO 100-46.1 (Revised 10/02)

Project Name/ Description _____ RESD Project # _____

Owner / Lessor _____

Address of Owner / Lessor _____

Street Address (no P.O. Box Numbers)

City

State

Zip Code

Construction of
(Name of Buildings) _____

Alterations to
(Name of Buildings) _____

Additions to
(Name of Buildings) _____

The project is in the City of _____, County of _____

Location _____
(Street Address)

Architectural or Engineering Firm _____ Telephone No. _____ Fax No. _____

Address (no P.O. Box numbers) _____

Project Contact Person _____ Telephone No. _____ Fax No. _____

The application, plans, and specifications shall be submitted to:

Oakland Regional Office
1515 Clay Street, Suite 1201
Oakland, CA 94612

Sacramento Regional Office
1102 "Q" Street, Ste. 5200
Sacramento, CA 95814

Los Angeles Regional Office
311 So. Spring Street, Suite 1301
Los Angeles, CA 90013

San Diego Regional Office
16680 W. Bernardo Drive
San Diego, CA 92127

The plans, specifications and filing fee of \$ _____ accompanying this application are a part thereof.

<p style="text-align: center;">For DSA Use</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Checked by</td> <td style="width: 25%;">Date A # Assigned</td> <td style="width: 50%;">Fee Schedule</td> </tr> <tr> <td>Correct Fee</td> <td>Fee Paid</td> <td>OP / UP</td> </tr> <tr> <td colspan="3">Refund</td> </tr> <tr> <td colspan="2">Application Number</td> <td>File Number</td> </tr> </table>			Checked by	Date A # Assigned	Fee Schedule	Correct Fee	Fee Paid	OP / UP	Refund			Application Number		File Number	<p>Signature of Applicant</p> <p>This _____ day of _____, 20 ____</p> <p>Mailing Address of Applicant</p>
Checked by	Date A # Assigned	Fee Schedule													
Correct Fee	Fee Paid	OP / UP													
Refund															
Application Number		File Number													

DIVISION 5 – FORMS

5.06 VERIFIED REPORT, FORM G

State Leased Buildings and Facilities Verified Report - Form G

The Architect having general responsible charge of the work of construction on the plans and specifications, is responsible for the submission of this report to the Department of General Services / Real Estate Services Division, Planner (DGS/RES D) prior to the state tenant taking occupancy.

RES D Project Info:	Agency	RES D Project #
	Project Type (Scope of Work)	Date
	RES D Planner	Phone
		Fax

Facility Info:	Building Name	Hours of Operation:	
	Address	Suite	
	City	Zip	
	Lessor Contact	Phone	Fax

Contractor:	Company Name	License #	Phone
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This report includes all construction work through the date of: _____ month _____ day _____ year			
Exterior Work	% Complete	Interior Work	% Complete
		Accessible Main Entrance	
Parking & Accessible Stalls		Doors & Gates	
Walks & Sidewalks		Information / Reception Counter	
Curb Ramps		Elevators / Ramps / Lifts	
Stairways		Sanitary Facilities / Sinks / Drinking Fountains	
Ramps & Landings		Stairwells / Exits	
Accessible Main Entrance		Conference / Meeting / Assembly Rooms	
Wayfinding & Signage		Wayfinding & Signage	
		Fire Alarms	
Total Project Percentage of Completion:			
*All items required to be 100% complete unless Hardship approved by DSA or Mitigation Plan outlined in lease.			
List work and % to be completed (attach additional pages as necessary):			

I declare under penalty of perjury that I have read the above report and know the contents thereof; that all of the above statements are true and that I know of my own personal knowledge that the work during the period covered by the report has been performed and materials used and installed, and in every material respect are in compliance with the duly approved plans and specifications therefore.

Architect:	Signature	Date
	Name	Architect #
	Company / Firm	Phone
	Address	Fax

Submit completed forms to location indicated below:

DGS/RES D Real Estate Services Division
attn: Planner 707 Third Street, Suite 5-305
West Sacramento, CA 95605

DIVISION 5 – FORMS

5.07 SUSTAINABLE REPORTING, FORM H



State of California • Arnold Schwarzenegger, Governor
State and Consumer Services Agency

DEPARTMENT OF GENERAL SERVICES

Real Estate Services Division • Professional Services Branch

707 Third Street, 5th Floor • West Sacramento, CA 95605 • (916) 375-4099

www.resd.dgs.ca.gov/psb/realestate

SUSTAINABLE MEASURES REPORT

SUBMIT COMPLETED REPORT TO:

Department of General Services

Professional Services Branch

Real estate Services Division

707 Third Street, Suite 5-305

West Sacramento, CA 95798-9052

PROJECT NUMBER:

AGENCY:

ADDRESS:

RESD SPACE PLANNER:

DATE:

EXHIBIT B REFERENCE	DESCRIPTION	IMPLEMENTATION QUANTITY	NOT APPLICABLE (N/A) NO REFERENCE IN EXHIBIT A
01.03 1-3	RECYCLE: Site separation method to maintain a minimum standard of 50% diversion of construction and demolition materials from the landfills.		
02.00 D12	CARPET: The carpet and/or backing must contain a minimum 20% of post consumer and/or postindustrial recycled material.		
02.09 A2	TOILET ROOM PARTITIONS: New stalls called out in Exhibit A shall be manufactured using a minimum of 50% recycled density polyethylene plastic coloring and flame retardant agents that are both recycled and recyclable.		
02.09 B	SUNLIGHT CONTROL: For sunlight control the use of: exterior overhangs, fins. Solar screens, reflective glass coatings, reflective glass panes or device approved by RESD		
02.10 C	PLUMBING: Use of energy and resource efficient fixtures and accessories (See general criteria in Exhibit B)		
02.16 B	PARKING/PAVING: If new material is used for repair or re-paving; the existing asphalt shall be ground for fill.		

Continued next page

DIVISION 5 – FORMS

SUSTAINABLE REPORTING, FORM H (CONTINUED)

EXHIBIT B REFERENCE	DESCRIPTION	IMPLEMENTATION QUANTITY	NOT APPLICABLE (N/A) NO REFERENCE IN EXHIBIT A
02.17 A	LANDSCAPING: New landscaping shall be of locally drought tolerant variety		
02.17 B	Deciduous trees planted on West, East or South sides per Exhibit A		
	OTHER SUSTAINABLE MATERIALS AND MEASURES IMPLEMENTED.		
	OTHER SUSTAINABLE MATERIALS AND MEASURES IMPLEMENTED.		

LESSOR'S SIGNATURE: _____